

**Dated: Tuesday, 16<sup>th</sup> October 2018**

**The meeting commenced at 19:30 hrs**

## **1. Present**

Gordon Churchill (GC), Alan Drew (AD), Betty Geary (BG), Barry Richardson (BR), Marie Geary (MG), Fiona Thomas (FT) and Ian Divers (ID)

## **2. Apologies Received**

Richard Bird.

## **3. Election of Officers**

**Chair.** Due to the information and lists supplied by the outgoing Chair (ID) Alan Drew (AD) was convinced that the rotational nature of a different Chair for each meeting would not give the Committee of Management the control over the considerable work-load that is scheduled over the coming months. Therefore, Alan put himself forward as Chair until the AGM in 2020, where a new Chair would be required. There being no dissent, he was duly elected. Proposer: Marie Geary (MG), Seconder: Barry Richardson(BR).

**Secretary.** There being no viable replacement for the Secretary, Alan asked Ian Divers to take the minutes for meetings until the AGM 2020 by which time a Secretary can be elected. Ian (ID) agreed to this as a member of the public and not as a member of the Committee of Management.

## **4. Previous Minutes**

The Minutes of the meeting on 10/07/2018 had been circulated and had been agreed as accurate. The minutes of 10/047/2018 were adopted. Proposer: Gordon Churchill (GC), Seconder: Barry Richardson(BR).

## **5. Chairman's Report**

Alan (AD) presented the Chairman's Report.

- a. Alan started by thanking, on behalf of the Committee of Management, Ian (ID) for the Summary and the documentation relating to the BVHT which were handed over during the last quarter. It was the quantity of information and the detail that prompted Alan to realise the amount of work accomplished in the last year, and the amount of outstanding issues to get the BVHT on a legal footing again. Alan also mentioned that he was impressed by the BVHT web site that had been produced and maintained by Ian over the last couple of years and that this web site should continue in the future of the growth fabric of the Village Rooms coalition with the St James centre web site. Now that Ian had got much of the 'ducks in a row' it was time to move on to bring all areas into compliance with the law and our Governing Document. Alan mentioned that he had asked Ian to take the minutes at meetings and this was agreed until the AGM 2020.

- b. Governing Trust Document. To comply with legal requirements we are required to supply a 'notarised' copy of each separate changes to the Deed of Trust October 2008 which is the Governing Trust Document (GTD). Alan would investigate how much and how we get the changes 'notarised' and if we can get a discount as we have a backlog. Marie (MG) suggested a local solicitor as a possible candidate for this work. ***We must bear in mind that we have 90 days to send the changes to the Charity Commission from the date they are instigated. Action Alan (AD).***
- c. Policies and Procedures. There are some that are legally required and some that are required by the Charity Commission. Alan has produced the basic Policy & Procedure 05 Safeguarding: Child and Vulnerable Adults Protection and this was accepted to be reviewed by the Committee of Management for the next meeting. **Action: All.**
- d. There is no progress on any of the other Policy & Procedures. **Action: All.**
- e. Charity Commission. It was confirmed that Ian (ID) has been removed as the Charity Commission contact for BVHT. Gordon (GC) is now the contact and his details have been updated by Ian. **Complete.**
- f. Alan (AD) asked Ian to give a brief description of ICANN. Our ISP (iPage) who host our website have details of a contact and this is passed to ICANN so that anyone using 'whois' can see who is listed as being the contact for our web site [www.birdhamvillagehall.org](http://www.birdhamvillagehall.org) and it was agreed that Barry would be the new contact. Barry and Ian will get together to transfer the details. **Action: Barry (BR), Ian (ID).**
- g. Broken fire door in the Sandell Room. During a visit by the fire brigade as part of the Birdham Resilience Group, a senior fire officer discovered the door in the room was broken. The local Fire Brigade from Chichester will be invited to check all our fire doors. **Action: Marie (MG).**
- h. Wheel Chair access is not available on the Social Club fire exit. All wheel chair fire access is to be investigated as a matter of urgency as we are in breach of at least one law. **Action: Alan (AD).**
- i. Data Security. Alan suggested that to resolve most of our data security issues, we could have a secure laptop, normally controlled by Barry (BR). This would have the latest data on it at all times. It would also have Excel for Barry as the Treasurer. It would have to be kept at the Hall in a secure cupboard. With key access. All Committee of Management members would sign for the keys necessary to gain access. A system has to set up to ensure that any data pertaining to the BVHT is handed to Barry (BR) and that he has the latest copy of that data. **Action: Barry (BR).**
- j. Alan (AD) has talked to the contact at the Tower Youth Group who are users, and will continue to be users, of the Hall. They would be willing to have a member of the Committee of Management. They would also have a 'young persons' slot to give some of their members experience of meetings and the ethos of a Trust. It was asked if Alan (AD) could progress this and all agreed. There will have to be a notarised amendment to the Governing Document.  
Proposer: GC, Seconded: BR. **Action: Alan (AD).**

## 6. Treasurer's Report

Fiona (FT) presented the accounts position as of today.

Current account:	£11,548.09
Scottish Widows account:	£15,000 - interest paid into current account.
Gold account:	£5,092.74

Fiona (FT) restated her intention to hand over the Treasurers position. It was agreed by Barry (BR) that he will take over during October 2018 and liaise with Fiona (FT) to ensure a smooth transfer. Fiona has been Treasurer for more than 11 years and travelled considerable distance to attend the meetings here in Birdham. Alan (AD) extended the thanks of the Committee of Management for all Fionas' dedication and support over the years.

## 7. Secretary's Report

None.

## 8. Birdham Parish Council

The Birdham Parish Council update was presented by Barry (BR), assisted by Gordon (GC).

- There are new gates to be fitted to the playpark these are on order.
- There was a RoSPA inspection of the playground during July, which was successful.
- Mobile Phone Mast: the Parish Council have written to the four main mobile phone networks regarding the possibility of having a mast installed in the village due to very poor quality signal/reception in the area. There have been no replies and Barry will contact David Siggs. **Action: Barry (BR).**
- The three ponds, Kingfisher, Triangle and Village will all be looked after and maintained by the Manhood Wildlife and Heritage Group. They will take over soon and they are requesting that local residents volunteer to help with the maintenance of these important resources.
- At least one footbridge will installed over the ditch near Farne Close to replace the railway sleeper. It is a proper bridge that has been donated. There may also be one to replace the logs by the donated land.
- There will be a council newsletter in November 2018. Barry (BR) asked for input from the BVHT. It was agreed to put in requirements for Trustee vacancies. **Action: Barry (BR).**

## 9. AOB

- Electric contract renewal. Our current supplier has quoted to Barry. **Action: Barry (BR).**
- The BVHT was informed that the Birdham Parish Council fund applications for funds are still available. All applications require three quotes and a supporting proposal.
- Conservatory/Relocation of the Social Club bar facility: a third quote is required and then a proposal/business plan can be produced. As stated by Alan (AD), this move is now viewed as key to the regeneration of the Club facility at the Hall and as such has become a priority. **Action: Marie (MG).**
- Spotlights in the hall. **Action: Alan (AD).**
- There was a question raised about security of access to any WiFi installed at the hall. It is up to the Committee of Management to stop any unauthorised/inappropriate access. There not

only have to be installed controls but any T & C's need to reflect any responsibilities of hirers to control access. **Action: All.**

**10. Date of Next Meeting**

The next Trustee meeting will be held on Tuesday, 22nd January 2019 at 19:00 hrs.

There being no further business, the meeting closed at 20:40hrs.